

**Wisconsin Youth Apprenticeship
Local Grant & Program Application
Guidelines and Instructions
2012-13**

REQUEST FOR PROPOSALS

Application Deadline May 4, 2012

**Wisconsin
Department of Workforce Development**

<http://dwd.wisconsin.gov/youthapprenticeship/>

March 2012

Wisconsin Youth Apprenticeship Local Grant and Program Application Guidelines

Purpose of Funding

Local Youth Apprenticeship (YA) Grants created under 1999 Wisconsin Act 9 and administered by the Department of Workforce Development (DWD), are available to fund local youth apprenticeship programs authorized under Wisconsin Statute 106.13. *The purpose of the grants is to administer the statewide YA program.* All local partnerships must be approved by DWD in order to operate a YA program.

Request for Proposals

DWD is issuing this Request for Proposals (RFP) to solicit applications for the 2012-13 school year. A total of \$1,858,500 is available for the grant period from July 1, 2012, through June 30, 2013. Applications will be reviewed and recommended for funding by June 15, 2012, with grant effective dates of July 1, 2012, through June 30, 2013.

Eligible Applicants

Funding under this RFP is available to local partnerships to implement and coordinate YA programs. Local partnerships are defined as:

- one or more school districts, or
- any combination of one or more school districts; other public agencies; nonprofit organizations, individuals or other persons,

who have agreed to be responsible for implementing and coordinating a local YA program.

School districts may operate a state YA program without funds, but will still need to submit an application for approval to DWD.

School districts in an existing partnership may remain with their partnership, transfer to a different partnership, or organize a new partnership. However, a school district may not be a member of more than one partnership application.

Application Requirements

In order to be considered for funding in 2012-13, eligible applicants are required to:

- Limit the cost per student to a maximum of \$900 per youth apprentice (total grant amount divided by the number of students to be enrolled);
- Provide at least 50% matching funds;
- Submit for a grant of no less than \$10,000 and 12 students;
- Have the capacity to deliver the program in accordance with the DWD YA Program Operations Manual, and all requirements included in this RFP; and
- Designate a regional coordinator who will ensure the execution of responsibilities listed on *Appendix B* of this document.

If a partnership is unable to meet the minimum application requirements, they are encouraged to join another partnership so their students can participate in the program. If school districts change partnerships, DWD will, to the extent possible, provide funding to “follow the student” to accommodate changes in partnership structure.

Fiscal Agent for Partnership Applications

The Fiscal Agent is the agency that will receive the grant and has the fiscal authority and responsibility for the consortium/partnership financial matters. This application must be submitted by a designated fiscal agent for the partnership.

- A school district or other agency/organization may serve as a fiscal agent for no more than one partnership application under this RFP.
- The fiscal agent must demonstrate fiscal integrity and have the capacity to comply with all grant requirements.

For more information on existing partnership fiscal agencies, contact Regional YA Coordinators. A list of YA partnerships and their regional coordinators is provided on the DWD YA website: http://dwd.wisconsin.gov/youthapprenticeship/consortiums_directory.htm

Grant Period

Applications under this RFP will be approved for one year, effective **July 1, 2012**, through **June 30, 2013**. *All grant awards are contingent upon the availability of state funds throughout the grant period.*

Grant Performance

- Grant performance will be reviewed quarterly, with a full review annually.
- If expenditures and/or enrollment fall below 85% of the approved plan, or if the actual cost per student exceeds \$900, funds may be deobligated from the grant.
- Invoice reimbursement will be limited to \$900 per enrolled youth apprentice.

Program Outcomes for 2012-13

- At least 75% of the youth apprentices enrolled in the program are expected to successfully complete the program and receive a state skill certificate.
- At least 60% of two-year graduates are expected to be offered employment by the employer that provided on-the-job training for the youth apprentice.

Allowable Use of Grant Funds

Grant funds may be used only for YA programs, authorized under Wis. Stat. Section 2020, Chapter 106.13, for the following activities:

1. Recruiting employers to provide training and supervision for youth apprentices;
2. Providing technical assistance and mentor training to employers;
3. Recruiting students to participate in the program;
4. Monitoring the progress of youth apprentices;
5. Coordinating YA activities within and among participating school districts, postsecondary institutions and employers;
6. Coordinating academic and related instruction for the students;
7. Coordinating overall school-based and work-based learning for youth apprentices;
8. Coordinating secondary and postsecondary education for youth apprentices;
9. Providing the required related instruction for the youth apprentices (may include software license);
10. Materials/tools needed by the Coordinator to provide marketing and/or training for employers, students, parents and other stakeholders (examples may include - portable A/V equipment, table top displays)
11. Support services for students; and
12. Administrative costs (limited to 5% of program costs).

Prohibited Use of Grant Funds

Examples of items that will not be funded through this grant include, but are not limited to:

- Youth apprentice wages, fringe benefits, stipends or direct cash assistance;
- Classroom instruction for non-youth apprenticeship students;
- Equipment for participating employers;
- Classroom equipment;
- Transportation costs for youth apprentices to and from worksites and/or related instruction;
- Out-of-state travel for staff or students;
- Staff or student costs for conferences, workshops, memberships that do not directly benefit the YA program;
- Providing funds directly to a business or employer.

Grant Awards

Approval of grant applications and level of funding will be awarded based on:

- Capacity to deliver the program in accordance with all requirements outlined in the YA Program Operations Manual – (refer to http://dwd.wisconsin.gov/dwd/publications/dws/youthapprenticeship/detw_9654_p.pdf), and all requirements listed in this RFP;
- Satisfactory grant performance review from prior year;
- Cost-effectiveness of proposed program (ex. proposed cost per youth apprentice, proposed cost of related instruction, etc.);
- Actual expenditures and enrollment vs. plan from prior year (minimum 75% at end of third quarter expected);
- Enrollment and completion trends in prior grant years.

If a partnership has reorganized, prior performance of the former partnership(s) will be considered. DWD reserves the right to negotiate or adjust final funding amounts with individual applicants.

Appeal Process for Non-Funded Applications

Funding decisions may be appealed in writing and may be made only on the grounds that a substantial procedural error was made in reviewing the application.

Written appeals must be received no later than 15 working days after the applicant has received written notification of non-funding. Appeals may be sent to:

Cathy Crary, DWD/DET, P.O. Box 7972, Madison, WI, 53707-7972.

Technical Assistance

The following DWD staff are available for technical assistance during the application process:

Francine Horton	(608) 267-7210	Francine.Horton@dwd.wisconsin.gov
Amy Phillips	(608) 267-3214	Amelia.Phillips@dwd.wisconsin.gov

Application Process

All local partnerships must submit this application to be approved to operate a YA program for 2012-13 regardless of whether funds are requested. Applications may be downloaded from the DWD website or can be emailed to the applicant upon request.

Application Submittal

Applicants are encouraged to use the Application Checklist before submitting their applications to ensure that all attachments are included. *Incomplete applications will not be accepted.*

Electronic applications are preferred. They must be submitted on the DWD format, in Word 97 or higher. Send electronic applications to Francine.Horton@dwd.wisconsin.gov by **May 4, 2012**. Confirmation will be returned to verify receipt.

If submitting a hard copy, submit one (1) complete copy of the application materials to the following address:

By U.S. Mail:

YA Applications
DWD/DET/Youth Apprenticeship
P.O. Box 7972
Madison, WI 53707-7972

By Courier or Hand-Delivery:

YA Applications Room E100
Dept. of Workforce Development/DET
201 East Washington Avenue, RM E100
Madison, Wisconsin 53703

Hard copy applications must be received by DWD no later than 4:30 P.M. Friday, May 4, 2012. The building closes at 4:30 P.M.

Do not include cover letters, binders, plastic covers, folders, etc. Printed applications should be one-sided and stapled in the upper left-hand corner.

Faxed applications will not be accepted.

Applications must be assembled in the following order:

- Application Cover Sheet
- Application Narrative
- Budget Page
- Budget Worksheet
- Quarterly Program Plan
- Program Area Chart
- Coordinator List
- Grant Partnership Agreement
- Participating School District List
- Local Youth Apprenticeship (LYA) Organization Chart

Questions on the Application Process

Please email or send US mail any questions pertaining to the application process to:

Francine Horton
DWD/DET
P.O. Box 7972
Madison, WI 53707-7972
Email address: Francine.Horton@dwd.wisconsin.gov

Include your name, address (mail and/or email), and phone number. Responses will be provided directly and/or posted on a Frequently Asked Questions page on our website at <http://dwd.wisconsin.gov/youthapprenticeship/> under “2012-13 RFP.”

Appendix A

Local Youth Apprenticeship Grants Matching Funds Requirements for 2012-13

Wis. State statutes require that local YA partnerships awarded a Local YA Grant from DWD provide matching funds equal to 50% of the grant amount awarded.

Definition of Matching Funds: The portion of YA program costs paid for from other federal, state, or local sources either through in-kind or direct cash assistance.

Basic Requirements:

- Match funds must be used for services, activities, materials, and personnel that are necessary and reasonable for the operation of the YA program.
- Match funds must be incurred within the same time period as the Local YA grant.
- Match funds must be adequately documented and verifiable.
- The matching funds requirement applies to the total amount of the grant awarded to the local partnership, not to individual school districts within the partnership.
- Grantees will be required to report matching funds to DWD. It is the responsibility of the local partnership to establish reporting systems within the partnership structure in order to meet the reporting requirement.

Allowable Match: Any combination of federal/state/local cash and/or in-kind sources that are necessary and reasonable to operate the YA program. Examples of allowable federal sources could be Carl Perkins, Tech Prep, Service Learning, and/or WIA funds. Examples of allowable local sources could be community organizations, local businesses, individuals, chambers of commerce, or other sources that fund or support youth training activities such as YA.

Cash contribution: Any cash contributions provided by state or local governments, federal/state/local organizations, businesses or business organizations, foundations, and/or individuals.

Definition of In-kind Match: Donations of services, staff time, instructional costs, or supplies that are necessary to operate the program but are not paid with YA grant funds. In-kind costs may be paid for from other federal, state, or local sources, based on actual cash value (i.e., cost per hour for personnel, value of supplies, etc.). Costs must be verifiable and documentation maintained about how the value of in-kind match was determined.

Examples of in-kind match include, but are not limited to:

- Public service announcements for recruitment and information to participants and employers.
- Advertising costs, printing, or other professional services
- Staff time and classroom space (for required classes)
- Instructional costs provided by the local school district and/or technical college at no cost to the participant or the grant
- Program administration costs provided by the fiscal agent
- Salary and fringe for the YA coordinator

Appendix A

Examples of cash match include, but are not limited to:

- Donations to cover the cost of uniforms and supplies for the youth apprentices
- Donations to cover the cost of books and classroom supplies for the students
- Donations to sponsor student/business recognition or graduation events
- Donations to cover the cost of classroom tuition and fees
- Donations to cover the cost of staff salaries and fringe

Excludable match (cash or in-kind)

- Cost of construction or purchase of facilities.
- Employer's wages paid to the youth apprentices.
- Cost of equipment used to train youth apprentices.

Instructions for Reporting Matching Funds

Matching funds must be reported to CORE on the YA electronic expenditure request http://dwd.wisconsin.gov/dwd/forms/adm/fis_14825_e.htm submitted to DWD. They may be reported monthly, quarterly, or annually.

The 50% match requirement only applies to the total grant amount.

If there are any questions on the matching funds requirement, contact Francine Horton at (608) 267-7210 or Francine.Horton@dwd.wisconsin.gov

For additional information on CORE visit the *Getting Started* page at: <http://dwd.wisconsin.gov/core/gettingstarted.htm>

Appendix B**Youth Apprenticeship Coordinator Responsibilities**

All programs must have a designated regional coordinator who is ultimately responsible for all aspects of the program requirements as outlined in this RFP and appendices.

Regional coordinators and their designated alternate (if applicable) are expected to perform and/or ensure that the following activities are performed in the operation and oversight of a YA program. Additional activities may be added if they directly contribute to the management and success of the program:

A. Program Development and Management

1. Serve as the program liaison with the YA School Coordinators to develop, design, implement and administer the program.
2. Meet with each YA School Coordinator on a regular basis to review progress of program growth and address program concerns.
3. Arrange for mentor training and assist in matching students with mentors.
4. Prepare and submit required forms and reports to DWD.
5. Attend statewide coordinator planning and informational meetings.
6. Arrange for YA related instruction including negotiating costs, when needed.
7. Prepare grant proposals to be submitted to DWD.
8. Secure and coordinate additional program funding resources as needed.
9. Oversee program grants and funds to ensure timely expenditures.
10. Assess community businesses for interest in new program areas.
11. Plan and develop new YA program areas (as applicable).
12. Implement and direct local steering committee efforts to promote program.

B. Recruitment and Marketing

1. Recruit students for all YA programs.
2. Arrange informational meetings for potential employers and/or contact individual employers to promote the YA program.
3. Provide course offerings, schedules and YA updates to school counselors, teachers and administrators.
4. Provide a communication network between the instructor, student, mentor, parents and school.
5. Develop a public information and marketing strategy including brochures and presentations for various student, parent, industry and community groups.

C. Evaluation and Reporting

1. Monitor program enrollment to ensure program goals are met.
2. Coordinate the transfer of grades from the YA class and worksite to the respective schools in a timely manner.
3. Sign and submit the student registration forms to DWD (one designee per partnership).
4. Maintain student records for local and state reporting.
5. Visit classes and job sites regularly for evaluation purposes.

Appendix C**School District Responsibilities**

The following activities are expected to be performed by staff in the school districts participating in the local YA partnership.

1. Assist in recruiting students. Distribute promotional materials to potential YA students and parents.
2. Coordinate and/or attend informational meetings with school staff, students, parents, and community organizations.
3. Serve as the program liaison with the regional YA coordinator and attend regularly scheduled meetings as requested.
4. Meet with the YA students on a regular basis.
5. Maintain student records for local and state reporting.
6. Oversee the academic grades and graduation status of the YA student.
7. Assist the regional coordinator in recruiting job sites and mentors as requested.

Appendix D**Instructions for Completing the Budget and Budget Worksheet**

The Budget Page and the Program Plan should include all details for grant funds. Please note there are two cost limits within the budget – a maximum amount for each coordinator position, and a maximum cost per youth apprentice. These limits apply only to the amount of Local YA Grant funds used for these costs. Matching funds may be used to supplement these costs. Matching funds are not included in calculating the cost per youth apprentice.

Definition of Budget Categories**Program Costs**

- YA Coordinator/Program Staff
 - Salary, fringe, travel, and all other associated costs for YA Coordinator and program staff positions funded by the grant (does not include school-based coordinators, which should be included under Student Costs);
 - Associated costs for coordinators including mileage, travel (in-state only), workshop fees (in-state only, YA related), etc.
- Student Costs
 - All costs associated with the related instruction (high school or contracted costs, cost of curriculum, student handbooks, books, etc.);
 - Other student-related materials and supplies;
 - Costs of recruiting new students (such as brochures, mailings, student/parent meetings);
 - All school-based coordination and supervision.
- Employer Costs
 - All costs associated with recruiting new employers (such as brochures, mailings, meetings);
 - Cost of providing technical assistance to employers (such as mentor training, mentor meetings, etc.).

Note: Grant funds may not be used for student wages.

Administrative Costs - Maximum of 5% of total program costs

Costs associated with operating the program, such as preparing and submitting grant requests, percentage of director's or administrator's time, preparing and submitting required fiscal reports and enrollment information, overseeing budget expenditures. Any costs reported under function codes 230 000, 240 000, and 250 000 in the Wisconsin School District Financial Reporting Requirements (June 15, 1999) should be included in this category.

Appendix D

Instructions for Completing the Budget Worksheet

The Budget Worksheet should provide detailed information for the use of all grant funds being requested. For each budget category listed on the Budget Page, break down the specific items that constitute the total cost.

All costs must be within allowable cost limits.

Under Local Matching Funds, identify the source(s) of matching funds. The total amount of matching funds must equal 50% of the total grant amount.

Instructions for Completing the Budget Page

The Budget Page will automatically fill from Budget Worksheet information.

Do not fill in the column labeled "DWD Use Only."

Appendix E

Youth Apprenticeship Quarterly Program Plan INSTRUCTIONS FOR COMPLETING ESTIMATED STUDENT ENROLLMENT

How to Consider your Student Counts

Wisconsin Youth Apprentices must be registered with DWD in order to be “counted” as youth apprentices. DWD expects to receive registrations within 30 days of the begin date of student employment. Understanding how registered students are counted will assist with completion of the Quarterly Program Plan. This section is intended to clarify how to count and plan for your students (and grant funding), year by year.

When registering a student, you have the choice of enrolling them as:

- Level One (L1) - a student who is planning to complete a one year program consisting of two semesters of related instruction and a minimum of 450 hours of work-based learning, or
- Level Two (L2) - a student who is planning to complete a two year program consisting of four semesters of related instruction and a minimum of 900 hours of work-based learning.

Because YA grants are based on a fiscal year (July 1 – June 30), most reports reflect **fiscal** years. We need to ensure that we are not misrepresenting total student enrollments by failing to count L1 students in one fiscal year and L2 students in two fiscal years.

There are restrictions on the window of time students may be counted and enrolled for a given **fiscal** year. The student must begin employment prior to April 1 of the fiscal year to count the year as the first (or only) year of participation. Students who begin their initial YA employment on or after April 1 and before July 1 of the fiscal year, must be registered as beginning their YA participation during the next fiscal year.

How to Complete the Program Plan

The Program Plan reflects estimated student enrollments based partly on the counting system outlined above. The 2012-13 sample report provides quarterly breakouts covering registrations over the course of the grant year. Following are guidelines for completing the Plan for the 2012-13 fiscal year.

Continuing Students – These are L2 students whose first year of participation was 2011-12 and who are continuing into their second fiscal year during the 2012-13 fiscal year. In the example below, 20 students are listed as “Continuing Students” in the first quarter ending September 30, 2012. These L2 students were first enrolled as starting their L2 apprenticeship during the previous fiscal year and will continue into their second year in the program during this fiscal year. NOTE: Only L2 students in their second year should be included in this cell count.

Appendix E

New Students – These are L1 or L2 students who start their first (or only) fiscal year of participation in the program in 2012-13. They are expected to begin their employment by April 1, 2013 to count 2012-13 as their first or only year. In the example below, 30 students are listed as new students in the quarter ending on September 30, 15 additional new students ending December 31 and 5 new students ending March 31.

Total to Date – In the first fiscal quarter, this is the total number of L2 continuing students plus new students enrolled by the end of the quarter (through September). For each quarter after, continue to add the *New Students* enrolled in that quarter who are to be counted in the 2012-13 fiscal year grant count, to the previous quarter *Total to Date* to get your next end-of-quarter total.

In the following example, a “Total to Date” of 70 students enrolled in the program and counted in the 2012-13 fiscal year grant count (July 1, 2012, through June 30, 2013). This is the total number of students that should be listed on the grant application.

Youth Apprenticeship Quarterly Program Plan SAMPLE ESTIMATED STUDENT ENROLLMENT

Estimated Student Enrollment				
Quarter Ending	Continuing Students 2011-12 L2 only	New Students 2012-13	Total to Date	
September 30, 2012	20 A	30 B	50 C	(A+B=C)
December 31, 2012		15 D	65 E	(C+D=E)
March 31, 2013		5 F	70 G	(E+F=G)
June 30, 2013			70 G	

Appendix F

Youth Apprenticeship Quarterly Program Plan INSTRUCTIONS FOR QUARTERLY EXPENDITURES

Planned grant expenditures by quarter are to be illustrated on the program plan (grant funds only, not to include matching funds).

Quarterly Expenditures should include all planned expenditures for that quarter. In the example below, the grantee plans to spend \$30,000 during the quarter ending September 30, 2012.

Total to Date expenditures are the cumulative grant expenditures through that date. This number will be the sum of Quarterly Expenditures and the “Total to Date” expenditures of the previous quarter. In the example below, the “Total to Date” for the quarter ending December 31, 2012, is \$45,000 or quarterly expenditures of \$15,000 for the quarter and the “Total to Date” amount for the previous quarter, \$30,000.

The “Total to Date” for the final quarter must equal the total amount of the grant.

Grantees are encouraged not to “straight-line” planned expenditures (i.e., equally divide costs by quarter), but to provide a realistic plan based on previous spending patterns. The Program Plan is used to monitor grant plan vs. performance and will be more accurate if it reflects a realistic planned spending pattern.

Quarter Ending	Quarterly Expenditures	Total to Date
September 30, 2012	\$30,000	\$30,000
December 31, 2012	\$15,000	\$45,000
March 31, 2013	\$10,000	\$55,000
June 30, 2013	\$8,000	\$63,000

Appendix G

Tips for Writing a Successful Youth Apprenticeship Grant

- All key staff responsible for operating the program should be involved, to some extent, in writing and/or developing the grant application. Successful program performance depends on key staff being able to meet or exceed the grant goals.
- Be sure to answer every question and attach all requested attachments. Use the checklist as a guide before mailing the application.
- Make sure your response answers the question that was asked. Don't force the reviewer to search for your answer.
- Provide clear, concise answers.
- Use bullet points instead of paragraphs wherever possible.
- Clearly explain any strategies or action plans. Use specific examples.
- The Budget Worksheet should clearly explain every cost.
- Make sure all costs are consistent. For example, if 50 youth apprentices are to be enrolled in the program, the Budget Worksheet should not list "Materials for 200 students."
- Make sure your math is correct -
 - Ask someone to proofread the grant who is not involved in writing it. Fresh eyes may catch errors or inconsistencies.
 - Provide the "big picture." The state is interested in funding a high-quality, comprehensive YA program. Even if some activities are not funded through the grant, they should still be listed as part of the overall program description to demonstrate local support for the program.

Appendix H

Youth Apprenticeship Program Design Options**Key Elements of a YA Program**

- Industry-developed skill standards
- Exposure to multiple aspects of the industry
- Skilled mentors
- Paid on-the-job work experience
- Related classroom instruction
- Standardized competencies
- Performance evaluation of demonstrated competencies
- State-issued skill certificate

Basic Program Design Elements

- Four standardized courses of classroom instruction
- Minimum 900 hours of work-based learning (may be more)
- Juniors and seniors in high school
- Classes/work-based learning scheduled concurrently
- State Certificate of Occupational Proficiency upon completion
- Statewide advanced standing credits in technical college in related program

Allowable Program Variations

- Work-based learning in the two-year program may begin as early as June after the sophomore year (compliance with child labor law age restrictions apply) or as late as March during the junior year.
- AYES*/YA students may be enrolled concurrently in both programs (900 hours of work-based learning required for YA certificate or 450 hours for certificate of recognition).
- Students may complete second year of the two-year program requirements after high school graduation, while enrolled in a post-secondary education program in a related field or while still enrolled in YA classes (with school district approval).
- Students may complete one year of the program and receive a DWD Level One skill certificate.
- Articulated credits must be locally negotiated.
- DWD-approved “vendor based” programs will follow the requirements of the particular program (e.g., Cisco Networking).

**Automotive Youth Educational System*

Appendix I

Local Youth Apprenticeship Application Checklist

Applicants are encouraged to use this checklist to ensure that their application is complete. Refer to the RFP Guidelines for application submittal deadline and procedures.

No faxed applications will be accepted. Electronic applications are preferred.

If submitting a hard copy please do not include cover letters, binders, plastic covers, folders, etc., on printed copies. Application should be one-sided and stapled in the upper left-hand corner.

Contents	✓ Completed
Application Cover Page is complete - <u>all</u> information filled in	<input type="checkbox"/>
Application Narrative is limited to four pages	<input type="checkbox"/>
YA Organizational Chart is attached	<input type="checkbox"/>
Budget Page is complete and checked for accuracy -	<input type="checkbox"/>
Budget Worksheet is complete -	<input type="checkbox"/>
➤ Detail is provided for all cost categories	
➤ Cost categories match budget page	
Quarterly Program Plan match totals on cover and budget page	<input type="checkbox"/>
YA Program Area Chart is complete	<input type="checkbox"/>
Regional Coordinator List is complete	<input type="checkbox"/>
Participating School Districts Signature Page is complete and all e-signatures are attached	<input type="checkbox"/>
Confirm that you are submitting the <u>2012-13</u> YA Application	<input type="checkbox"/>

Appendix J

Wisconsin's Workforce Development Areas